

**Family YMCA at Tarrytown
Y Infant Care
Y Daycare & Preschool**

Welcome to the Family YMCA at Tarrytown's Daycare. To ensure a smooth transition into the program, please follow the steps listed below to register your child:

1. Enclosed please find the registration forms, which are required for your child to attend. Please fill them out completely. In order to ensure a timely start date for your child please submit all forms as soon as possible. We cannot guarantee your desired start date if forms are received after August 15, 2011. NYS regulations mandate that all forms must be processed prior to the start of the program. **Deadline for September Registration is August 15, 2011.**

2. A \$250 NON-REFUNDABLE deposit is due with your completed forms to secure the placement for your child. \$200 will be applied to your first months tuition. After August 1st full tuition is due with your completed forms with an additional \$50 non-refundable registration fee.

3. Once you have submitted your paperwork contact Susan Barak, (914) 631-4807, susanb@ymcatarrytown.org to confirm the receipt of your child's paperwork and start date.

4. Please carefully read over and sign the Parent Handbook which details information regarding our policies.

**Not Enclosed but MUST be submitted is a copy of your child's
immunization record prior to their start date.**

**(914) 631-4807
www.ymcatarrytown.org**

Family YMCA at Tarrytown



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



Y Infant Care
Y Daycare & Preschool
Ages 3 months—5 years
Full & Half Day Programs

Family YMCA at Tarrytown



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

62 Main Street Tarrytown, NY 10591 www.ymcatarrytown.org P (914) 631-4807 F (914) 631-4841

Dear Family:

When your child participates in our YMCA early childhood care and education program, your child benefits from a comprehensive, carefully designed, and researched based curriculum model provided by *The Creative Curriculum*, a nationally recognized early childhood education program. The YMCA has woven into *The Creative Curriculum*, the YMCA mission, philosophy, program objectives, and initiatives that make the approach unique to the Y.

Unique aspects of the early childhood program include the following:

- Healthy habits awareness;
- Character development values of caring, honesty, respect, and responsibility;
- Children's growth in spirit, mind, and body;
- Program expertise (aquatics, youth sports, art, dance, etc.);
- Asset-based philosophy (taking a strengths-based approach to working with children);
- Broad YMCA support and training for high quality programming (including local Ys and YMCA of USA, the national resource office);
- YMCA facilities (gym, pool, etc); and
- Opportunity for YMCA membership and related benefits.

The combination of The Creative Curriculum and YMCA values, expertise, and environments is the foundation from which YMCA staff provides your child with the highest quality experiences and relationships. Growth and development are fostered, individual needs are met, and children's lives are enriched when they are part of the YMCA early childhood program.

YMCA early childhood staff members know that effective and positive programming for young children is possible only when strong relationships between families and staff are developed and fostered. This begins with providing families a good understanding of the curriculum being prepared for the children, and this goal is advanced through strong connections between families and the YMCA. A variety of opportunities are made available to develop and maintain this connection.

Family members support the curriculum by

- joining the YMCA and coming to the Y as a family for health, recreational, and social activities;
- participating in focus groups;
- volunteering to help out on field trips;
- reading the letters sent home that talk about what we are doing;
- donating requested items that enhance the classroom;
- offering to participate as a classroom visitor and sharing a particular vocation or hobby.

When families and staff work together to provide the best environment for young children, children are free to learn, grow, and develop in positive ways. It is through strong connections between adults-parents and staff-who care about a child's life that the child is able to receive a strong, consistent, and meaningful education. What a great life we give our kids!

Y Daycare/Preschool Pre-Registration Form 2011 – 2012

Child's Name: _____

Address _____

City _____ State _____ Zip _____

Parent's Name: _____

Telephone _____ E-Mail _____

Tentative Start Date (Month): _____ Child's DOB: ___ / ___ / ___ Age at start of program: _____

Program: *Please check*

_____ Infants (Ages 3 Months – 18 Months) Y Infant Center @Neighborhood House

_____ Toddlers 1 (18 Months – 27 Months)

_____ Toddler 2 (27 Months – 36 Months)

_____ Nursery (3 Years)

_____ Preschool (4 Years – 5 Years)

Days: Number of Days _____

Please circle desired days. 2 Days Minimum

Monday Tuesday Wednesday Thursday Friday

Hours: *Please check.*

_____ Full Day (8:00 AM – 6:00 PM)

_____ Morning program (9:00 AM – 12:30 PM)

_____ Afternoon Program (2:00 PM – 5:30 PM)

Please Circle

Are you currently a YMCA Family Member? YES, YMCA ID # 01 - _____ - _____

NO

Would you like to become a Family Member of the YMCA and save 10% per month on your childcare fees? _____

If yes, please speak to a Members Service Desk Representative who would be happy to assist you.

Are you currently receiving or have applied for Financial Assistance? _____

If yes, please include a copy of your award letter with this form. Your registration cannot be processed unless we receive the award letter.

Are you interested in volunteering at the YMCA? *Please Circle* YES NO

How did you hear about our program? _____

Y Daycare/Preschool Registration Form 2011 -2012

Child's Name _____
Date of Birth _____ Sex _____ Age _____
Address _____ Apt _____
City _____ State _____ Zip _____

Mother's Name _____ Occupation: _____
Home # _____ Work # _____ Cell# _____
E-Mail Address: _____
Father's Name _____ Occupation: _____
Home # _____ Work # _____ Cell # _____
E-Mail Address: _____

Emergency Contacts: *This MUST be someone other than you the parent.*

Name _____ Relationship _____ Phone # _____
Name _____ Relationship _____ Phone # _____

List all persons permitted to pick up your child:

Name _____ Relationship _____ Phone # _____
Name _____ Relationship _____ Phone # _____
Name _____ Relationship _____ Phone # _____

*Your child will not be released to anyone else unless you notify the YMCA by phone or in writing. Please have your friends and family bring ID when picking up your child.

Child's General Health _____

Allergies _____

Name of Physician _____
Address _____
Phone # _____

PLEASE READ AND SIGN BACK

Child's Name _____

Parent Statement of Understanding

I, the undersigned, give permission for my child to participate in all activities planned for the days my child attends the Family YMCA at Tarrytown Day Care Program. I give my child permission to participate in supervised out-of-facility trips, including walking trips.

I understand that my child will not be able to participate in the program until I have turned in a signed physical examination. The exam must have been taken within twelve months and all immunizations must be up-to-date.

In case of an emergency, I understand that every effort will be made to contact parents or guardians of my child. In the event that I can not be reached, I hereby give permission to the physician selected by the YMCA childcare staff to care for my child.

I hereby give my consent to the Family YMCA at Tarrytown, and to such other person(s) as the Family YMCA at Tarrytown may designate, to use my name, voice, statements, and portrait or picture (motion or still) for advertising purposes, for purposes of trade, or for any lawful purpose whatever, in any media now known or hereafter developed.

I understand that I am not to leave my child at the YMCA unless a YMCA Childcare Staff person is there to receive and supervise my child.

I understand that my child will not be able to leave the program with an unauthorized person. Any person authorized to pick up my child must be listed on the registration form, or must be arranged separately with the Director of the program. The designated person who will pick up your child must bring a picture ID.

I understand that if any person arrives to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse, but to contact the police.

I understand that state law requires the YMCA Staff to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation without the consent of the Director.

I accept full responsibility for my child's use of YMCA programs and will not hold the Family YMCA at Tarrytown at fault for any loss and/or personal injury that may be sustained by my child.

I have read and fully understand the statements above and the policies detailed in the Parent Handbook.

Parents Name (*Print*)

Parent's Signature

Date

Getting to Know Your Infant

Parent's Name _____ **Date** _____

Child's Name _____

- 1) What are some of your child's favorite things to do? _____

- 2) Is there more than one language spoken at home? Which ones? _____

- 3) What are some of your child's favorite books? _____

- 4) Favorite foods? _____

- 5) Does your child have a favorite toy or other comfort object? What is it? When does your child seem to need it most? _____

- 6) Does your family know any other families in our care? If so, whom? _____

- 7) What holidays do you celebrate and when? _____

- 8) Does your child have a nickname? _____
- 9) Does your family have any pets? If so, please list type with names. _____

- 10) How does your family express affection? _____

- 11) Aside from your child, who are the members of your immediate family? _____

- 12) Are there any other things about your child that you would like to tell us? _____

Thank you for taking the time to fill out this questionnaire.
Your information will be very helpful for our staff.





**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Infant Care: Food Preparation Agreement

I _____ parent of

_____ give permission to the staff at the Y Infant Care Center to prepare, store and feed my child formula and/or breast milk, cereal, and all foods that I will provide for my child while he/she is in their care.

Parents Signature

Date

Day Care Regulations: 418-1.12 Nutrition

(j) Providers must obtain a written statement from the parent of each infant in care setting forth the formula and feeding schedule instructions for the infant.

(k) Where formula is required, such formula may be prepared and provided by the parent, or by a qualified, designated staff person when agreed to in writing by the parent.

(l) All containers or bottles of formula, breast milk or other individualized food items must be clearly marked with the child's complete name.

(1) Unused portions of bottles or containers from which children have been spoon-fed must be discarded after each feeding or placed in a securely tied plastic bag and returned to the parent at the end of the day.

(2) Heating formula, breast milk and other food items for infants in a microwave oven is prohibited.

(m) Every effort must be made to accommodate the needs of a child who is being breast-fed.

(n) Infants six months of age or younger must be held while being bottle-fed. Other infants must be held while being bottle fed until the infant consistently demonstrates the capability of holding the bottle and ingesting an adequate portion of the contents thereof. The propping of bottles is prohibited.

(o) Each infant and toddler must be removed from the crib, playpen or cot and held or placed in an appropriate chair for feeding.

Family YMCA at Tarrytown

Infant Care Feeding Schedule

Child's Name _____

<i>Time</i>	<i>Liquids</i>	<i>Ounces</i>	<i>Solids</i>	<i>Quantity</i>
9:00 AM	EX. Bottle, Cup	6 Ounces	Baby Food	1 jar of fruit

Do you warm food?

Do you warm bottles?

Please list any other request?

Parent Name _____

Parent Signature _____ Date _____



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Y Daycare: Napping Agreement

Date: _____

Child's Name: _____ Age: _____

Napping Procedures

Area: _____ Classroom

My child will nap on a Mat or in a Crib. (Please circle)

A child who is considered an Infant will always be placed on their back unless a documented medical authorization requires a different position for the Infant.

My child will be supervised by a minimum of one staff person at all times.

Parents Name (Print)

Parent's Signature

Date

YMCA Staff

Initials

Date

NYS OCFS REGULATIONS: NAPPING POLICY

Sleeping and napping arrangements must be made in writing between the parent and the provider. Such arrangements include: the area of the center where the child will nap; whether the child will nap on a cot, mat, bed or a crib; and how the napping child will be supervised. Sleeping arrangements for infants require that the infant be placed on his or her back to sleep, unless medical information is presented to the provider by the parent that shows that arrangement is inappropriate for that child.



**FOR YOUTH DEVELOPMENT
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2011-2012 School Year * Y Daycare

Topical Over-the-Counter Ointments: Parental Authorization

I, _____ (guardian) give permission to the Family YMCA at Tarrytown's Daycare Program to administer the following medication. I do understand that I need to provide the medications in their original container.

Sunscreen _____
Instructions: _____

Diaper Cream _____
Instructions: _____

Other (specify) _____
Instructions: _____

Please Print Name: _____

Signature: _____ Date: _____



Y Daycare Parent Handbook

YMCA Mission

The Family YMCA at Tarrytown is a nonprofit dedicated to youth development, healthy living and social responsibility.

We improve the lives of children and adults in our community, regardless of ability to pay, by providing a unique combination of childcare, fitness and wellness, performing arts and affordable housing.

YMCA Values

Across the globe and right here along the Hudson River, the YMCA is committed to providing Character Development opportunities for everyone we serve. The fundamental values associated with strong character are **Caring**, **Honesty**, **Respect**, and **Responsibility**. It is our goal to model and teach these values every day in all of the activities and programs the YMCA provides.

YMCA Daycare Philosophy

The YMCA Daycare is designed to provide stimulating early learning experiences, including academic, cognitive, fine and gross motor, physical fitness, social and emotional development.

Tuition and Payment Schedule

Fees are due on a monthly basis. Make checks payable to the Family YMCA at Tarrytown. Payments can be mailed to the Family YMCA at Tarrytown, 62 Main Street, Tarrytown, NY 10591 by the 1st of the month. Please address to the attention of **Lesa Dalton**. There is a \$20.00 service charge for all returned checks. There is a \$25.00 late fee charged to payments received after the 1st of the month.

Statements/receipts are provided upon request. Please contact lesad@ymcatarrytown.org if you need a statement for tax purposes. One copy will be provided free of charge. Additional copies are subject to a \$5.00 fee.

Registration Fee

A \$250 **NON-REFUNDABLE** registration fee is due at time of registration to secure the placement of your child in the program. \$200.00 of the **non-refundable** registration fee is applied to your first month's payment.

Deposit for Limited Absence from the Program

A \$100.00 deposit is required if you need to remove your child from the program for a month. A written request and payment must be received two weeks prior to the break in care. Temporary removal must be a full month from start to end. The \$100 fee will be applied to the monthly tuition when your child returns to the program. The deposit is **NON-REFUNDABLE** and will secure the placement of your child.

Required Registration & Health Documentation

You are required by New York State Regulations to provide a copy of your child's most recent physical and immunization record with your registration forms. Children are not permitted to attend the program unless all forms are on file. For children under 18 months of age you must re-submit immunization records each time you visit the doctor. All other age groups must resubmit after your child's yearly physical.

Cancellation of Program Participation or Change of Schedule

Any changes to your child's monthly schedule must be requested in writing, via telephone (914) 631-4807, ext 24, or by e-mail to Nicole Bernardone, Childcare Director (nicoleb@ymcatarrytown.org) on or before the 15th of each month. Any changes thereafter will incur additional charges. You will be responsible for paying for the next month's tuition.

Official Holiday and Maintenance Closings (NO CHILDCARE ON THESE DAYS)

Labor Day

Columbus Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Years Eve

New Years Day

Good Friday

Memorial Day

Independence Day

Staff Development Day: June: TBA

Maintenance: Last week of August into September (see calendar)

Calendar Year

The Y Daycare runs from September through June and during the months of July and August we operate as a camp. During the year your commitment to the program is monthly. During the summer we give parents the opportunity to take vacations and spend time with their children without the burdening cost of paying for care on a monthly basis. We split our fees into weekly payments. Families have the opportunity to set their own schedule. All daycare families have priority to register before we open it up to new participants. Exception to this will be our Infant Center that runs the full calendar year, September through August continuing as a monthly commitment.

Tuition for Daycare is based on the number of days the program is in session. This total is then divided by either 10 or 12 months depending on which program your child attends. We do not prorate for months in which there are Holiday or Program Closings.

Financial Assistance

The YMCA provides the highest quality care to all children, regardless of their socio-economic background. Within the available resources of the Family YMCA at Tarrytown, and according to our mission, we will provide services for any economically eligible student who desires to participate in YMCA programs.

Those not able to pay the full fee may be awarded partial financial assistance based on their demonstrated ability to pay and the YMCA's ability to fund the subsidy. It is our intent that all individuals contribute toward the membership and/or program fee.

Participants who have applied, but have not been awarded a scholarship before the child begins the program are required to pay full price until the scholarship becomes effective. The scholarship is then applied to future payments of the program. We will not be able to adjust previous payments.

NOTE: Extended Day Fees are not eligible for financial assistance.

Staff

The Family YMCA at Tarrytown is a New York State registered Day Care program. This means we adhere to all current state mandated rules and regulations. Each staff member must pass a background check. Central clearance forms for every staff member are run through several clearance checks by the New York State Office of Children and Family Services. The YMCA also runs every staff through a state-of-the-art background check, which checks for all criminal and/or sexual abuse records in the country, state and county. All Staff must obtain a minimum of fifteen hours of training during each school year. The YMCA is committed to providing the highest quality child care possible.

Activities

Staff will act as facilitators to encourage children to participate in activities. Children will have the opportunity to participate in a wide range of activities offered to them. See attached schedules.

Your Role

Your involvement with the program and cooperation with policies and procedures is essential. Take every opportunity to talk with YMCA staff about your child; ask your child about the program each day. You may also volunteer by offering your special talents, or by joining the parent advisory committee.

Parent Advisory Committee (P.A.C.)

Parental involvement is essential to a successful program. The P.A.C. offers parents the opportunity to play an integral role in the program. The committee addresses parental concerns and helps provide ongoing communication between staff and parents. Please see the Director if you are interested.

Assessments and Parent Conferences

Children are assessed three times per year, when they start, January, and June. Assessments are a tool to evaluate where the child falls on his or her own developmental scale. Every child is unique and learns and develops at their own pace. When we assess a child that is taken into consideration and if the teacher feels that there may be some underlining concerns they will reach out to you. In these cases we offer parents assistance in having an evaluation completed by the Department of Health (Early Intervention) or the child's local school district, depending on the child's age. Early intervention is essential in helping a child meet developmental milestones. We work with school districts and parents to develop an Individual Education Plan to ensure that every child can receive the help he/she needs. When an evaluation is suggested, it is with the best interest of the child in mind.

Parent Concerns

It is natural that parents have an interest in their children's classmates, playmates and teachers. At times, situations present themselves that cause a concern to parents. If you have a concern that directly relates to your child's well being please speak to a teacher or to me immediately. The mission of the YMCA is to serve the entire community. Our staff is directed to provide developmentally appropriate care in a trusting environment. Trust cannot be maintained when relationships are undermined by gossip or judgmental comments regarding families and children in our care. It is especially detrimental to the healthy development and emotional state of children, when unpleasant conversations are conducted in their presence. It is inevitable that every community will face challenges. During these challenging times, it is vital that adults communicate privately, with each other and with lead teachers or administrative staff.

Please remember to speak to your child's teacher or the Director if you have any concerns with other children who are in our care. Please do not directly address a child that you are concerned about. There may be confidentiality or liability issues that you are not aware of. Be assured that we will protect your child.

Please also remember that we are dealing with young children who are all at different levels of development and don't always know that the behavior that they are sharing with their friends is not appropriate. Teachers are here to guide all the children on being caring, respectful, responsible and honest.

POLICIES AND PROCEDURES

Staff Baby-Sitting, Tutoring, Teaching Policy

For insurance liability and legal reasons all YMCA staff is not permitted to baby-sit or work for families in their free time. If we receive word that a staff member is baby-sitting or otherwise hired by you, we may be forced to terminate them. Please do not place staff in an uncomfortable position by asking them to baby-sit, tutor, or teach. This also includes siblings.

Arrivals & Departures: Sign In and Out

Children may not enter or leave the facility unsupervised by an adult. Please be sure that a staff member is fully aware (by verbal communication) that your child is arriving or leaving. During arrivals and departures it can be very confusing because several families may be leaving at the same time, so for the safety of the children please verbally communicate with the staff on duty. Please don't forget to sign out your child every day. The center is required by law to maintain accurate attendance and dismissal records.

Arrivals: The day officially starts at 9 AM. We ask that you drop your child off no later than 9 AM each day they attend. It is important to drop off on time because of the following reasons:

- 1) Many of the most important activities take place during the morning hours starting at 9AM. Children who arrive late miss out on these great activities like circle time, story time, special games or art projects.
- 2) When children arrive late it is a disruption for the entire class. Children lose interest and are easily distracted by surrounding activities like a child arriving late, which means that the activity that they started needs to stop and start over again.
- 3) It is extremely difficult for teachers to plan their classes if children are coming in at different times in the morning and afternoon.

Attendance: Within the first 15 minutes of arrival to the program, attendance is taken. If a child is absent without prior notification for more than two days the parent will be contacted. If your child is not coming on a planned attendance day, please notify the YMCA. We do not deduct days missed from the program fee. When you enroll, you are reserving the time, space, staff and supplies for your child, whether or not your child attends.

Preplanned Late Arrivals: If you must be late because of an appointment we ask that as far in advance as you can, notify the staff of the date and approximate time of arrival. This is important because it will give the teacher time to make changes in her/his plans for the day to accommodate the child entering the program later in the day.

Unexpected Late Arrivals: We know a parent's life can be challenging and unexpected, but we do ask that if you are running late that you call the center by 10 AM to notify the teacher of the late arrival again so a plan can be made not to disrupt the class.

* If you arrive after 10 AM without prior notification we cannot guarantee that your child will be permitted to stay for the day.

New Policy: Sign in: Upon arrival to the center all parents or caregivers must sign in their child. In the child's binder will be a sign in and out sheet that must be completed every day. This procedure is being added to ensure the safety of all our children.

Pick-Up Procedures

Every child must be signed out of the Program. Parents/Guardians/Siblings must come in to the program and sign out the child. Staff will ask for ID until they recognize those regularly responsible for pick up. For siblings that are minors, previous arrangements must be made with the Director for pick-up. We will not dismiss a child to a minor unless a written agreement is on file. You must give us a minimum of three people who have permission to pick up your child.

Late Pick-Up

There will be a fifteen-minute **one-time only** grace period allowed, after which a fee of **\$1.00 per minute per child** will be assessed for every minute you are late. Excessive lateness is unacceptable and may result in your child's dismissal from the program.

Medication Administration

The YMCA will not administer any medication to your child.

Illness

The YMCA is licensed by the New York State Office of Children and Family Services to provide care to well children. Below is a list of common illnesses. Please DO NOT send your child to the program if they meet any of the criteria below.

Fever: If your child's temperature is 100.4 (children ages 19 mths – 5 yrs) or 101.5 (3 mths – 18 mths) degrees or higher, keep your child at home. While at home encourage your child to drink plenty of liquids. Your child should be fever free without fever reducing medicine for 24 hours (1 day) before returning to the program.

Bad Cough/Cold Symptoms: Children with bad coughs need to stay home, and possibly see a doctor. It could be a severe cold or possible bronchitis, sinus, flu or pneumonia.

Diarrhea or Vomiting: Please keep your child home until the illness is OVER and for 24 hours (1 day) after the last episode without any medication.

Sore Throat: A minor sore throat can quickly turn into a severe sore throat and strep can come with or without a fever. Other symptoms of strep throat in children are headache and upset stomach. Keep your child home and contact a doctor. Your child will need a special test to confirm the strep. He or she can return to the program 24 hours (1 day) after antibiotic treatment begins with a doctor's note.

Rash: Children with a skin rash should see a doctor, as this could be one of several infectious diseases. Several common infections are Impetigo and Fifth's Disease which are very contagious.

Watery, Itching, Oozing Eyes: Please see a doctor if your child has any of these symptoms. Several eye infections are very contagious and require medicines to cure.

Lice: Your child's head will be checked periodically during the school year for Lice. If Lice are found parents will be called immediately to pick up their child. The child must be treated and can return to school 24 hours (1 day) after the treatment. The child will be checked upon return and if eggs are found the child will not be permitted to stay.

If your child arrives to the program or develops any of these symptoms the staff will call you immediately to pick up your child. We expect parents or a designated person to arrive no later than **1 hour** from the time of the phone call. A sick child must be kept at home both for his/her own sake and that of others.

Minor Injuries

Staff will administer first aid. You will be informed of the incident when you come to pick up your child.

Emergency Health Care

Our program will be staffed with at least one person certified in CPR and First Aid. Should your child become injured or sick to a degree beyond that covered by first aid, every effort will be made to contact you, and if you are not able to be contacted, your emergency contact person will be called. If the injury is one where time becomes critical, we will call an ambulance and send one staff person to the hospital with your child. Continued efforts will then be made to contact you. All emergency cases will be taken to the nearest hospital. For problems or injuries that can wait for medical attention we will await your decision on a course of action.

Discipline Procedures

We encourage children to develop self-control and handle conflicts in a peaceful and effective manner. Discipline will be administered as soon as possible and will be consistent with the severity of the problem. Discipline procedures vary with age.

For children ages 2 and over: At first verbal warnings are used to explain why the behavior is inappropriate. The next step is to refocus and regroup. Any child that is disruptive to the point that it interferes with the daily operation of the program may be asked to leave the program permanently. The first step to address the behavioral issue is for the teacher to contact you the parents and work together to plan how to address the concern.

Napping Policy

Sleeping and napping arrangements must be made in writing between the parent and the provider. Such arrangements include: the area of the center where the child will nap; whether the child will nap on a cot, mat, bed or a crib; and how the napping child will be supervised. Sleeping arrangements for infants require that the infant be placed on his or her back to sleep, unless medical information is presented to the Teacher or Director by the parent requesting otherwise. Parents will need to provide their children with a blanket or other items necessary for the child to be comfortable while napping. Parents are welcome to send in their own mats or sleeping bags for their children. All linen will be sent home with your child on Fridays to be cleaned and returned on Monday.

Food

A mid morning and mid afternoon snack is provided daily. Snack usually consists of fruit, crackers, juice or water. Parents are responsible for providing a healthy lunch for their child everyday. The YMCA is required by the state to approve the meals that are sent in from home. Please label your child's food, first and last name.

Transitioning and Pricing Changes

Transitioning to a new classroom is not primarily based on the child's age, but on the developmental readiness of the child. There are certain skills that are needed for children to move to the next classroom. The roles of the teachers are to prepare the child for the transition to the next classroom. Transitioning will take place when the child is ready. Some children will spend more time in one classroom and move to the next classroom at a later date. Changes in payments do not take place until the child has moved to their new classroom.

Open Door Policy

The YMCA Program has an open door policy, which welcomes and encourages parents/guardians to visit the program at any time to observe or participate in activities.

Snow Days and Inclement Weather

The YMCA will do everything it can to remain open during inclement weather. There may be times when nature sends us more than we can handle and the YMCA would either delay the opening or close for the day. All parents will be notified in as far advance as we can in order for you to properly plan your day. You will receive an e-mail notification of the delay or closing. Please make sure that your e-mail address is written clearly on your registration form and you have been receiving e-mails. We will also post any information about closings or delays on our website: www.ymcatarrytown.org.

Phone Numbers

YMCA (914) 631-4807

Nicole Bernardone, Child Care Director: ext.24

Kristen Schoene, Ass't Director of Childcare ext 25

Susan Barak, Childcare Administrator

Toddler 1 Room: Ext 28

Toddler 2 Room: Ext 27

Preschool 3 Room: Ext 26

Preschool 4 Room: Ext 30

Infant Care Center (914) 462-0102

Taxes

Statements/receipts are provided upon request. Please contact lesad@ymcatarrytown.org if you need a statement for tax purposes. One copy will be provided free of charge. Additional copies are subject to a \$5.00 fee.

Our tax identification number is 13-1740516.

Parent Handbook Acknowledgement

I _____ of _____
Parent/Guardian Child's Name

have read the Family YMCA at Tarrytown's, Y Day Care Handbook.

Parent/Guardian Signature

Date

YMCA Day Care Calendar 2011-2012 School Year

September

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
²³ / ₃₀	²⁴ / ₃₁	25	26	27	28	29

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Key

- 1st Day of Program
- Last Day of Program Half Day, Dismissal 12 Noon
- Program
- Closed
- Holidays
- Summer Programs
- Begin

Family YMCA at Tarrytown

Important Dates to Remember * Y Daycare

September

Tuesday, Sept 6, First Day of Programs

October

Monday, October 10, Program CLOSED, Staff Development

Monday, October 31, Halloween Party

November

Family Appreciation Week: TBA

Thurs & Fri, November 24 & 25, Program CLOSED

December

Holiday Gathering, visit from Santa: TBA

Monday, December 26, Program Closed

January

February

Tuesday, February 14, Valentines Gathering

March

Friday, March 2, Dr. Seuss, Pajama Party

April

Saturday, April ____, Healthy Kids Day @ Patriots Park

May

Thursday, May 10, Mothers Day Brunch

Monday, May 28, Memorial Day, Program CLOSED

June

Thursday, June 14, Father's Day Breakfast

Thurs, June 21, Preschool Graduation, Last Day of Program, Half Day

Fri, June 22, Staff Development Day, Program Closed

Mon, June 25, Summer Programs begin



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Family YMCA at Tarrytown 62 Main Street Tarrytown, NY 10591 www.ymcatarrytown.org (914) 631-4807

What does my child need for the program?

My Infant will need:

- 2 boxes of tissues
- 1 sheet
- 1 blanket/1 crib sheet
- Pull ups/diapers/wipes/creams
- Bottles/Sippy Cups
- 2 outfits/change of clothes
- Breakfast/Snacks/Lunch everyday
- Bibs, Pacifiers
- Plastic box with cover to store extras

My Toddler 1 (18 – 27 months) will need:

- 2 boxes of tissues
- 1 sheet
- 1 blanket
- Pull ups/diapers/wipes
- Bottles/Sippy Cups
- Change of clothes
- Lunch everyday
- 1 Extra Large Zip Lock Bag

My Toddler 2 (27 – 36 months) will need:

- 2 boxes of tissues
- 1 sheet
- 1 blanket
- 1 notebook
- 4 glue sticks
- Pull ups/diapers/wipes
- 1 Cup/Sippy Cup
- Change of clothes
- Lunch everyday (Please also provide utensils for your child's meal if required)
- 1 Extra Large Zip Lock Bag



Family YMCA at Tarrytown

My Preschool 3's school child will need:

- 2 boxes of tissues
- 2 packs of wipes
- 1 blanket
- 1 rest mat
- 2 notebooks
- 4 glue sticks
- Water bottle or cup
- Change of clothes
- Lunch everyday (Please also provide utensils for your child's meal if required)
- 1 Extra Large Zip Lock Bag

My Preschool 4-5's child will need:

- 2 boxes of tissues
- 1 blanket
- 1 rest mat
- 2 notebooks
- 2 folders (Please decorate with your child, ex. pictures of family members, drawing, etc.)
- 1 pack of markers
- 1 pack of crayons
- 2 packs of wipes
- 1 smock (extra large t-shirt)
- 1 bottle of hand sanitizer
- 4 glue sticks
- Water bottle or cup
- Lunch everyday (Please also provide utensils for your child's meal if required)
- 1 Extra Large Zip Lock Bag

*Please send in your child's supplies on the first day they attend the program. NYS Regulations requires that all food must be labeled with child's first and last name. Please clearly label you child's blankets, sheets, cups/bottle, mats, folders and notebooks. There is no need to label other supplies.

*Blankets and sheets will go home every Friday for parents to wash and return on Monday. If your child only attends 2-3 or 4 days please take their stuff home on the last day that they attend.



Family YMCA at Tarrytown

Tips for a Successful School Year:

- Make sure your child comes to school well rested.
- Drop off and pick up your child on time.
- Upon arrival, walk your child directly to their classroom and make contact with the teacher.
- Turn in all necessary paperwork promptly.
- Remit payments/tuition on time.
- Dress your child in comfortable, seasonably appropriate play clothes.
- Read all school related notices that are e-mailed or sent home.
- Make the school aware of any changes or stresses outside the school environment that may be affecting your child (i.e. playdates, pets, travel, siblings, etc.)
- Attend parent meetings and family events.
- Help maintain open communication with the center by asking questions and engaging in constructive dialog about your child or the program.

Thank you!



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Family YMCA at Tarrytown 62 Main Street Tarrytown, NY 10591 www.ymcatarrytown.org (914) 631-4807

Dear Daycare Parents,

Welcome to Y Daycare. Please follow the payment procedures listed below.

Deposit: A \$250 non-refundable registration fee is due at the time of registration in order to secure the placement of your child in the program. \$200 will be applied to your first month's tuition. Any registrations received after Aug 15th must include the entire monthly tuition plus an additional \$50 registration fee.

1) Fees are due on a monthly basis. Payments are due by the 1st of each month. A \$20.00 late fee will be charged for any payment received after the first of the month.

2) Please make checks payable to the YMCA. Payments can be mailed to the attention of **Lesa Dalton** at the Family YMCA at Tarrytown, 62 Main Street, Tarrytown, NY 10591.

**There will be a \$20.00 service charge for all returned checks. One bounced check will terminate your check writing privileges.*

3) Payment can also be made by credit card. Attached you will find a credit card draft form. This form authorizes the YMCA to charge your credit card each month. We accept Master Card, Visa and American Express. We DO NOT accept Debit Cards.

4) Payments can also be made by money order.

**Any payments that are delinquent for two months will immediately be sent to our collection agency.*

5) Any changes to your child's monthly schedule must be requested in writing or via telephone (914) 631-4807, ext 24, nicoleb@ymcatarrytown.org to Nicole Bernardone, Childcare Director on or before the 15th of each month. Any changes thereafter are subject to availability and/or may incur additional charges.

Thank You,

Lesa Dalton
Director of Human Resources & Administration
lesad@ymcatarrytown.org
(914) 631-4807, ext 18



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Credit Card Monthly Payment Childcare/School Age

Child's Name: _____ Membership # _____
(Office USE only)

Parents Name: _____ E-Mail Address: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorization to Charge: I hereby give authorization to the Family YMCA at Tarrytown to use my charge account number for monthly payments towards my child's participation in either childcare or school age programs. The charge will take place during the **month that care is provided**. Should any preauthorized charge not be honored by appropriate authorization code, then it is understood that said payment is to be made by me. I understand that if my credit card is declined for the second time my child will be dismissed from the program.

Cancellation of Program: Any changes to your child's monthly schedule must be requested in writing or via telephone (914) 631-4807, ext 24. to Nicole Bernardone, Childcare Director on or before the 15th of each month. Any changes thereafter are subject to availability and will incur additional charges.

Status Changes: It is your responsibility to inform the Family YMCA at Tarrytown of any changes in your account status or address information.

Credit Card Information

I _____ will be charged monthly for the care of my child who
Name of Card Holder

is enrolled in the _____ program.

Please Circle: VISA MasterCard AMEX
WE DO NOT ACCEPT DEBIT CARDS

Account Number _____ Exp Date _____

Signature of Credit Card Holder: _____

Today's Date: _____

Family YMCA at Tarrytown * Y Day Care 2011 * New Participants

Hours of Operation

Daily Hours, Full Day Program	8:00 AM - 6:00 PM
Extended Hours	7:30 AM - 6:30 PM
Half Day: AM	9:00 AM - 12:30 PM
Half Day: PM	2:00 PM - 5:30 PM

Registration Fee

A \$250.00 non-refundable registration fee is due at the time of registration in order to secure the placement of your child in the program.
\$200 of the non-refundable registration fee is applied to your first months payment.

Monthly Fee Scale

Infant/Toddler Classroom: 3 mths - 36 mths		Nursery/Preschool Classroom: 36 mths - 5 yrs	
5 Days f/t	\$1,311.00	5 Days f/t	\$884.00
4 Days f/t	\$1,068.00	4 Days f/t	\$801.00
3 Days f/t	\$822.00	3 Days f/t	\$703.00
2 Days f/t	\$562.00	2 Days f/t	\$473.00
Part Day AM Program: Toddler 2 Class: 27 mths - 36 mths		5 Days p/t	
5 Days p/t	\$544.00	4 Days p/t	\$416.00
4 Days p/t	\$439.00	3 Days p/t	\$369.00
3 Days p/t	\$333.00	2 Days p/t	\$265.00
2 Days p/t	\$227.00		

*Extended Day Monthly Fee: \$200

*Extended Day Daily Rate: \$10.00

*Daily Rate Per Full Day of Care: \$80

* Not Eligible for Family Member Discount

Family Members of the YMCA receive a 10% discount per child.

All program fees are due on the 1st of each month. A late fee of \$25.00 will be assessed for payments received after the First of the month.

Cancellation or Change of Schedule

Any changes to your child's monthly schedule must be requested in writing or via telephone (914) 631-4807, ext 24. to Nicole Bernardone, Childcare Director on or before the 15th of each month. Any changes thereafter are subject to availability and will incur additional charges.

Priority Registration (current participants):
March 1 - May 1, 2011

Open Registration (new participants):
May 1 - August 15, 2011

Just Playing

When I am building in the block room, please don't say I'm "just playing".
For you see, I'm learning as I play, about balance and shapes.
Who knows, I may be an architect someday.

When I'm getting all dressed up, setting the table, caring for the babies, don't get the idea I'm
"just playing". For, you see, I'm learning as I play; I may be a mother or a father someday.

When you see me up to my elbows in paint or standing at an easel, or molding and shaping
clay, please don't let me hear you say, "He is just playing". For, you see, I'm learning as I play.
I'm expressing myself and being creative. I may be an artist or an inventor someday.

When you see me sitting in a chair "reading" to an imaginary audience, please don't laugh and
think I'm "just playing". For, you see, I'm learning as I play. I may be a teacher someday.

When you see me combing the bushes for bugs, or packing my pockets with choice things I
find, don't pass it off as "just play". For you see, I'm learning as I play.
I may be a scientist someday.

When you see me engrossed in a puzzle or some "plaything" at my school, please don't feel the
time is wasted in "play". For, you see, I'm learning as I play.
I'm learning to solve problems and concentrate. I may be in business someday.

When you see me cooking or tasting foods please don't think that because I enjoy it, it is "just
play". I'm learning to follow direction and see differences. I may be a cook someday.

When you see me learning to skip, hop, run and move my body, please don't say I'm "just
playing". For, you see, I'm learning as I play. I'm learning how my body works.
I may be a doctor, nurse or athlete someday.

When you ask me what I've done at school today, and I say, "I just played", please don't
misunderstand me. For you see, I'm learning as I play.
I'm learning to enjoy and be successful in my work. I'm preparing for tomorrow.
Today, I am a child and my work is play.

~author unknown